



# Business Change Form

Form 5208 C

Washington State Employment Security Department

USE THIS PAGE ONLY IF THERE HAS BEEN A BUSINESS CHANGE OR IF YOU DO NOT HAVE AN ES REFERENCE NUMBER

1) QTR ENDING DATE

2) CURRENT FEDERAL ID NUMBER

3) CURRENT UBI NUMBER

4) ES REFERENCE NUMBER

ENTER QTR ENDING DATE

M	M	D	D	Y	Y
---	---	---	---	---	---

ENTER CORRECT FEDERAL ID NUMBER

--	--	--	--	--	--	--	--	--	--

ENTER CORRECT UBI NUMBER

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

5) IF THE MAILING ADDRESS OF YOUR BUSINESS HAS CHANGED, PLEASE ENTER NEW INFORMATION IN THE BOXES PROVIDED BELOW.

MAILING ADDRESS / PO BOX

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CITY

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

STATE

--	--

ZIP CODE

--	--	--	--	--	--	--	--	--	--

☐ CHECK HERE IF THIS IS ALSO THE PHYSICAL LOCATION OF YOUR BUSINESS

6) CHANGE IN PRINCIPAL BUSINESS PHYSICAL LOCATION (IF YOU CHECKED THE BOX ABOVE, SKIP TO ITEM 6A)

STREET OR ROUTE NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CITY

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

STATE

--	--

ZIP CODE

--	--	--	--	--	--	--	--	--	--

6A) HAS YOUR PHONE NUMBER CHANGED? IF SO, ENTER THE NEW NUMBER BELOW

AREA CODE

--	--	--

PHONE NUMBER

--	--	--	--	--	--	--	--	--	--

BUSINESS E-MAIL ADDRESS

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7) ☐ CEASED BUSINESS - NO SUCCESSOR, PLEASE CLOSE ACCOUNT

8) ☐ CONTINUING BUSINESS - NO EMPLOYEES, PLEASE CLOSE ACCOUNT

9) ☐ NO LONGER HAVE WASHINGTON EMPLOYEES - PLEASE CLOSE ACCOUNT

10) ☐ CHANGE IN BUSINESS ACTIVITY (DESCRIBE) \_\_\_\_\_

11A) ☐ NAME CHANGE, SOLD, LEASED OR OTHERWISE TRANSFERRED BUSINESS:

☐ NAME CHANGE ONLY - OWNERSHIP DID NOT CHANGE. (COMPLETE NEW BUSINESS NAME BELOW)

☐ FULL SALE

☐ PARTIAL SALE

DATE OF SALE

M	M	D	D	Y	Y
---	---	---	---	---	---

LAST DATE WAGES WERE PAID

M	M	D	D	Y	Y
---	---	---	---	---	---

DATE LAST WAGES PAID

M	M	D	D	Y	Y
---	---	---	---	---	---

CLOSE ACCOUNT AS OF WHAT DATE?

M	M	D	D	Y	Y
---	---	---	---	---	---

12B) CHANGE IN BUSINESS ENTITY (COMPLETE NEW BUSINESS NAME AND UBI# BELOW)

☐ CORPORATION

☐ PARTNERSHIP

☐ LIMITED LIABILITY COMPANY (LLC)

☐ LIMITED LIABILITY PART. (LLP)

☐ OTHER

NEW BUSINESS NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ENTER NEW UBI NUMBER

--	--	--	--	--	--	--	--	--	--

NEW OWNERS LAST NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NEW FIRST NAME

--	--	--	--	--	--	--	--	--	--

AREA CODE

--	--	--

HOME PHONE NUMBER

--	--	--	--	--	--	--	--	--	--

13) CHANGE OF OFFICERS OR PARTNERS (Enclose list of new and/or departing officers or partners with names, titles, SSN, home address and phone numbers.)

CHANGE FORM PREPARED BY - LAST NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PREPARER'S FIRST NAME

--	--	--	--	--	--	--	--	--	--

AREA CODE

--	--	--

PHONE NUMBER

--	--	--	--	--	--	--	--	--	--

## OFFICE USE ONLY

OFFICE NO.

STAFF ID

DATE

DTO



# Amended Tax & Wage Report

Washington State Employment Security Department

AMEND ONLY ONE QUARTER PER FORM - YOU MAY MAKE COPIES OF THIS FORM BEFORE USING

1) FEDERAL ID NUMBER

2) UBI NUMBER

3) EFFECTIVE QUARTER ENDING DATE

M	M	D	D	Y	Y
---	---	---	---	---	---

4) BUSINESS NAME

5) ES REFERENCE NUMBER

--	--	--	--	--	--	--	--	--	--

6) PREPARERS INFORMATION

FIRST NAME

LAST NAME

PHONE  
AREA CODE NUMBER

FAX  
AREA CODE NUMBER

	Social Security #	Name of Employee	Total Hours	Total Gross Wages As Reported	Total Gross Wages Correct Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

	AS REPORTED	CORRECT AMOUNT
12) TOTAL GROSS WAGES		
13) EXCESS WAGES		
14) TAXABLE WAGES		
15) UI TAX DUE FOR THIS QUARTER		
16) EAF		
17) TOTAL TAX AMOUNT DUE		
18) LATE PAYMENT PENALTY		
19) INTEREST		
20) LATE REPORT PENALTY		
21) PRIOR BALANCE OR CREDITS		
22) AMOUNT DUE		
23) AMOUNT REMITTED		

\*REASON FOR  
ADJUSTMENT  
(MANDATORY):

MAIL THIS COMPLETED REPORT TO:  
EMPLOYMENT SECURITY DEPARTMENT,  
UI TAX ADMINISTRATION,  
PO BOX 9046, OLYMPIA, WASHINGTON 98507-9046